

## DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)  
**PRINCIPAL PURPOSE:** To assist leaders in conducting and recording counseling data pertaining to subordinates.  
**ROUTINE USES:** For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.  
**DISCLOSURE:** Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Jackson, Michael D.	Rank/Grade PV2	Social Security No. 123-45-6799	Date of Counseling 28 Mar 07
Organization HHC, USAG Humphreys		Name and Title of Counselor Lee, Do K., SFC, 1st Platoon Sergeant	

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Fail to report to the formation for Special Population PT on 27 Mar 07 at 1600 hrs

### PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

#### Key Points of Discussion:

PV2 Jackson, you are being counseled for your actions on 27 Mar 07. You failed to attend the Special Population formation at Bldg 100 at 1600 hrs. I told you on 26 Mar 07 that there would be the formation for Special population PT on 27 Mar 07 at 1600 and you told me that you understood. But you were wrongfully absent from the formation and when I went to your room, Bldg 101, Room #101, you were watching TV in your room.

This is not your first time to miss formation, and it will not be tolerated if you miss any formations again. And for the next week's formation, I will escort you to the Special Population formation. I will be your room 20 minutes before the formation and we will be at the formation area about 10 minutes before. Once you have completed your corrective training, you will continue this practice on your own so you will not miss any formation again.

You are hereby counseled on the misconduct or unsatisfactory performance mentioned above. Continued unsatisfactory performance/misconduct could result in administrative elimination from the U.S. Army under the provisions of AR 635-200 Chapters 13, 14. If eliminated under the provision of AR 635-200, Ch 13 for Unsatisfactory Performance, a General Discharge Certificate could be issued. A General Discharge Certificate could make it difficult to secure civilian employment. If eliminated under the provisions of AR 635-200, Ch 14 for Misconduct, a characterization of service under Other Than Honorable Conditions is authorized, which could result in a loss of VA benefits and make it difficult to find civilian employment. Either type of discharge may make it difficult to return to military service. Pursuant to AR 635-200, paragraph 1-16, this constitutes a formal counseling session concerning your deficiencies. You will be given an opportunity to rehabilitate yourself.

### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.